

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR		1. Department Address		ARCHIVES AND HISTORY	
Application Date November 16, 1978		Georgia Dept. of Human Resources Office of District Programs Volunteer Services 2nd floor - 618 Ponce de Leon Ave. Atlanta, Georgia 30306		Application Number 78-319	
Application Number DHR-106				Date Received NOV 16 1978	Date Completed DEC 6 1978
2. Person to Contact Ms. Cynthia Brown		Working Title Field Supervisor		Telephone Number 894-5074	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series Earliest 1975 Latest to date		5. Records Series Title (followed by title used in office, if different) Comprehensive Employment and Training Act (CETA) Work Experience Client Case Files			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of District Programs supervises the Special Councils on Aging, Maternal and Infant Health, Family Planning, Developmental Disabilities, Appalachian Health and Child Development, State Office of Economic Opportunity, and Volunteer Services. Other duties of this Office include intergovernmental relations, particularly with county and local officials and their respective State associations. Volunteer Services has the responsibility to promote the effective utilization of volunteers in the delivery of human services throughout Georgia; to render support in coordination, expansion, and enhancement of volunteer programs; and to assist in the assessment of needs and implementation of volunteer services.					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining records concerning enrollment and termination of individuals participating in the work experience program. Included are: Title II - (clients working for the city of Atlanta) -- unnumbered forms [Progress Report (to be completed by work supervisor)]; [Agreement - CETA Work Experience and Office of Volunteer Services, DHR]; and City of Atlanta [Counseling Permission Slip]. Title VI (clients working for Georgia Department of Human Resources) -- forms OAS(3)-28 [Request for Personnel Action]; ERS-12 3/73 [Employees' Retirement System]; RS-10 Rev. 6/76 [Employees' Retirement System -Application for Refund of Contribution]; MS 27-1 (Rev. 2/78) [Application for Examination]; OAS(3)-29 (Rev. 7-74) [Ga. Dept. of Human Resources Appoint- File is arranged: alphabetically by last name of CETA employee.					
8. Monthly Reference Rate 2-3 One to six months old _____ ; Seven to twelve months old 2-3 ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?					
9. Annual Rate of Accumulation or Records Letter-size drawers 1/3 ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? Volunteer Services - reference copy If not, where is it? record copy - Title II, City of Atlanta / Title VI - DHR
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. [Personnel Office personnel records contains client name
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? portions: State Dept. of If yes, where? Labor, DHR Personnel, City of Atlanta, and other cities
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | 3 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 3 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Stanley Wier	11-10-78	Elizabeth W. Crank, CRM	11/5/78
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	12-5-78
		Secretary of State/Designee	12-4-78
		Attorney General/Designee	12-5-78